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HOSPITAL BUILDING NOTE

ACCOMMODATION FOR NURSING STAFF

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MINISTRY OF HEALTH
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Accommodation for Nursing Staff

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I. Scope

This building note is on accommodation for nursing staff. It does not attempt to give guidance on planning and design since this is done in Hospital Building Bulletin No. 2. Its purpose is to indicate the rooms needed and their sizes, divided into the basic and additional accommodation to which the cost allowance in Appendix E of Building Note No. 2 relates. In general the recommendations apply equally to accommodation for male and female nurses, but for accommodation intended permanently for male nurses obvious modifications will be necessary in respect of the items indicated by an asterisk.

II. General considerations

Wherever possible accommodation for nurses should be domestic in character. Where the cost or scarcity of land restricts the area of the building site, only permitting the erection of one large single building, a slender multi-storey block with space for gardens around is preferable to a lower building occupying a larger area of the site. Where the site is very restricted, roof terraces can be considered. Where more land is available without extravagance, smaller individual buildings are to be preferred as they give a more domestic scale. These buildings can be grouped together, possibly linked by common rooms, entrance halls, etc.

Ideally the building or groups of buildings should be sited in a quiet position, readily accessible to the staff dining-rooms and within easy walking distance of the main hospital. The position of the residential accommodation should not however interfere with possible future development of the hospital. If the accommodation has to be built on a separate site apart from the hospital, it is an advantage to select a site which is well served by public transport.

The common rooms and bedsitting rooms should be planned to take every advantage of pleasant views and southerly aspects.

Particular consideration should be given to the insulation of the bedsitting rooms against noise, both from the planning and the constructional viewpoint.

There should be an entrance for vehicles and space for turning and parking. If garages are provided for the staff these should be reasonably near to the nurses' accommodation. There should also be adequate paths to all entrances.

III. List of rooms

The accommodation has been divided into two groups:

(A) Basic accommodation

This should be provided in all cases and should consist of the following:

(*a*) *Entrance hall*

(*b*) *Bedsitting rooms*

(*c*) *Baths and W.Cs.*

(*d*) *Hair washing cubicles**

(*e*) *Utility room*

(*f*) *Kitchen for sisters and staff nurses*
or
Tea pantry for students

(*g*) *Boxroom*

(*h*) *Cleaners' room*

(*i*) *Common rooms*

(*j*) *Linen room*

(*k*) *Laundry reception room*

(*l*) *Cloakroom**

(*m*) *Office for home sister*

(*n*) *Circulation space within the area of the above accommodation*

Functional unit

The functional unit selected for the basic accommodation in this note and the related cost note (Appendix E to Building Note No. 2) is a "student". Accommodation for sisters and staff nurses should be assessed at one and one third and one and one sixth student units.

(B) Additional accommodation

Some accommodation additional to the basic may be required:

(*a*) *Doctor's consulting room*

(*b*) *Sick bay*

(*c*) *Bicycle store*

(*d*) *House or flat for matron*

(*e*) *Flats for deputy matrons, assistant matrons and other senior staff*

IV. Description of rooms

(A) Basic accommodation

The recommended minimum areas are given in the Appendix:

(*a*) *Entrance hall*

There should be one or more acoustic telephone booths or cubicles and space for a group of

easy chairs for waiting visitors.

(*b*) *Bedsitting rooms*
Each nurse requires a separate bedsitting room large enough for sleeping, studying, reading, writing, etc., with washing facilities and sufficient furniture in which to keep her clothes and personal belongings.

(*c*) *Baths and W.Cs.*
It is preferable to provide full-height partitions to baths and shower cubicles, and the latter should include space for drying and dressing. Clothing pegs, mirror, shelf and towel rail should be provided in each cubicle.
A lavatory basin and incinerator* should be provided with each group of W.Cs.

(*d*) *Hair washing cubicles**
This is required for female nurses. It should be fitted with a lavatory basin, hand-spray, hair-dryer and mirror.

(*e*) *Utility room*
Nurses require a room where they can launder their personal clothing. This room should be fitted with a sink, draining board, wringer, drying rack and ironing facilities.

(*f*) *Kitchen and tea pantry*
Student nurses require a tea pantry where hot drinks, snacks, etc., can be made. The pantry should be fitted with a sink, draining board, cupboard, electric kettle or gas ring, and facilities for grilling toast, etc.
The trained staff should be provided with a kitchen in lieu of a tea pantry, and should be equipped with a cooker and storage space for food.

(*g*) *Box room*
Separate storage space, apart from cupboards in bedsitting rooms, will be required for trunks, large suitcases and other bulky belongings. Slatted shelving should be provided.

(*h*) *Cleaners' room*
A cleaner's room is required with a bucket sink, draining board locker and space for brooms, buckets, mechanical equipment, etc. 50 sq. ft. should be provided.

(*i*) *Common room*
Where there is a large group of nurses it is often convenient to divide the recommended areas into several rooms, possibly with communicating doors. Where there are few nurses this is not practicable, but it is considered necessary to provide a small room where visitors may be received.

(*j*) *Linen room*
This room is used for the reception, storage and distribution of clean linen.

(*k*) *Laundry reception room*
A room is required for the reception of dirty linen. Individual laundry sent by the nurses can also be received and collected here.

(*l*) *Cloakroom**
A cloakroom with W.C. and washing facilities should be planned near the main entrance. A male cloakroom is also desirable.

(*m*) *Office*
A room of 120 sq. ft. is required near the entrance for an office for administration, interviews, etc. When a home sister or warden is assisted by a clerk a second office of 90 sq. ft. will be needed. This room can also be used for the reception and issue of mail, parcels, keys, etc.

(*n*) *Circulation space*

(B) Additional accommodation

(*a*) *Doctor's consulting room*
Approximately 170 sq. ft. is recommended and the room should be equipped with a lavatory basin and a socket outlet for a small sterilizer.

(*b*) *Sick bay*
This may be desirable in larger homes. Four beds plus a single room for isolation should be sufficient for 100 nurses. Each room should be equipped with a lavatory basin and the sick bay should be served by a bathroom, W.C., sluice and kitchenette.

(*c*) *Bicycle store*

(*d*) *House or flat for matron*
750-900 sq. ft.

(*e*) *Flats for deputy matron, assistant matron and other senior staff*
300-425 sq. ft.

V. Engineering services

In accommodation for nurses, ease of access to the engineering services may not be so important as in the case of wards or operating theatres, etc., nevertheless it is advantageous that these services should be designed and installed with due regard to future maintenance.

Heating

Central heating by hot water radiators is normal as it enables rooms to be kept continuously aired and free of condensation even when unoccupied. The systme may provide either full heating throughout or background heating only in bedsitting rooms and common rooms supplemented by electric or gas fires, with full heating elsewhere. Whatever the system employed, it is desirable that there should be individual control in each room in addition to the overall thermostatic control of the heating system.

The following table gives recommended heating design temperatures and ventilation rates, based on an outside temperature of 30°F:

Common rooms and reception rooms ...	65°F	2 air changes per hour.
Bedsitting rooms ...	65°F	1½ „ „ „ „
Bathrooms, hair washing, cleaners' room, corridors and staircases	60°F	2 „ „ „ „
Entrance spaces ...	60°F	3 „ „ „ „
Background heating to	50°F	

Ventilation

If bathrooms, W.Cs. and utility rooms are placed internally the normal practice is to provide mechanical ventilation, but unless gas water heaters are installed consideration should be given to ventilating these rooms by natural means, preferably by the use of vertical air ducts.

Hot and cold water services

Hot and cold water for baths, showers, basins and sinks with heated airing and linen cupboards are normally provided from the main services. Shower sprays should be at shoulder height and hand sprays should be provided in hair-washing cubicles.

Drinking water is required in kitchens and tea pantries.

Cold water storage need not exceed 25 gallons per nurse. Hot water storage capacity in cylinder(s) or calorifier(s) should be based on 10 gallons per head for small to medium homes reducing to 8 gallons per head for larger homes.

Electrical installation

Generally, the electrical supply will be provided by a sub-main circuit from the main intake and distribution centre.

Local distribution boards should be placed to reduce the length of circuit wiring and housed in ventilated spaces preferably accessible from corridors. The distribution boards should be easily reached from a standing position and fitted with locks where necessary to prevent unauthorised interference.

Future additions to the board should be a possibility. H.R.C. fuses are recommended, particularly where the supply is obtained from a local transformer sub-station.

Conduits and cables should generally be concealed, service ducts being provided wherever practicable.

Lighting

The lighting system should follow standard modern practice. Acceptable lighting standards are as follows:

Corridors, staircases, cleaners' rooms	5* lumens/sq. ft.
Bathrooms, cloakrooms, linen rooms	5* „ „
Bedsitting rooms, common rooms, dining-rooms, utility rooms	10 „ „

*For these services the standard given is required at floor level.

In addition to the normal lighting arrangements, individual lights for reading and writing will be required for bedsitting rooms and common rooms. Where it would be possible to re-arrange the furniture in bedsitting rooms a socket outlet for a table lamp may be preferred to a fixed bed-head lighting fitting.

Electric socket outlets

There should be one socket outlet in each bedsitting room for portable equipment such as radios, record players, etc. Outlets may be either 13 amp or 2 amp shuttered and switched, and should be carefully positioned with regard to furniture.

Electric fires

Electric fires should be fixed to walls, permanently connected, and supplied with approved fire-guards. It is recommended that provision should be made for the fire to be automatically switched off after a pre-set period of time.

Telephones

A public telephone booth or booths with coin box should be readily available for all nursing staff.

Clocks

Clocks, either independent or on a master system, will be required in suitable positions such as the entrance hall, home sister's office, etc.

Television

If television sets are provided in common rooms they will require aerials. A common aerial is preferable to a number of independent ones.

Fire alarm and fire-fighting equipment

Information on fire alarms and extinguishers is given in B.S. Codes of Practice and in the Hospital Memorandum on Hospital Fire Precautions HM(56)36. Advice on the fire-fighting installation proposed should be sought from the local fire officer.

Lifts

A small passenger lift will only be required if the building is more than three storeys high. A hoist for luggage and laundry may be required in two or three storey buildings. Lifts and gates should be as quiet as possible.

Appendix

Recommended minimum areas of rooms

Staff	*Bedsitting room***	*Sanitary accommodation*		*Utility room*	*Tea pantry or kitchen*	*Boxroom*	*Cleaners' room*	*Common rooms*	*Linen room*	*Laundry reception room*	*Office for home sister*
		Baths and W.Cs.	*Hair-washing cubicles*								
Sisters	140 sq. ft.	1 to 2	40 sq. ft. (1 to 18 persons)	70 sq. ft. (1 to 36)	*Kitchen*— 90 sq. ft. (1 to 18)	3 sq. ft. of shelving for each person	40 sq. ft. (1 to 36)	200 sq. ft. for ten with 10 sq. ft. for every additional person	60 sq. ft. (up to 36)	60 sq. ft. (up to 36)	120 sq. ft. and 90 sq. ft. for clerk
Staff nurses	140 sq. ft. or 108 sq. ft.	1 to 6 or 1 to 2	,,	,,	,,	,,	,,	,,	,,	,,	
Students, junior grades of staff, etc.	108 sq. ft.	1 to 6	,,	,,	*Pantry*— 40 sq. ft. (1 to 18)	,,	,,	300 sq. ft. for ten with 10 sq. ft. for every additional person	,,	,,	

**The areas given include space for built-in fittings.

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